
The Property Registry's Documents Online User Guide

The Property Registry

A Service Provider for the Province of Manitoba

Office d'enregistrement des titres et des instruments

Un prestataire de services pour la province du Manitoba

Updated: May 12, 2015



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1 Introduction

The Documents Online system is an online service that allows clients of The Property Registry to search, order, and view/download documents registered at any Land Titles Office.

This guide assumes that readers are familiar with the general terminology associated with the Land Titles Office and are comfortable using web browsers.

Support browsers

The Documents Online system currently supports the following browsers –

- Microsoft Internet Explorer 8 and higher
- Mozilla Firefox 4 and higher
- Apple Safari 5 and higher (including Mobile Safari in iOS devices such as iPad and iPhone)
- Google Chrome 15 and higher

What this guides contains

This guide will show you how to use Documents Online to search, order and view/download documents registered at any land titles office.

Chapter 1: “Introduction” describes the contents of the guide. It gives a brief description of the service, lists the typographical conventions used in the guide, and explains how to contact The Property Registry Land Titles Office help desk when additional assistance is required.

Chapter 2: “Getting Started” explains how to log in and out of the system and use Documents Online, such as navigation and help.

Chapter 3: “Searching Document” shows you how to search documents available through Documents Online, search for a specific document or a range of documents.

Chapter 4: “Ordering Document” shows you how to add documents to a shopping cart, selecting delivery options, checking out the shopping cart and entering a payment.

Chapter 5: “Viewing and Downloading Document” shows you how to view/download or re-download documents that were previously ordered.

Chapter 6: “Contact Information” shows you how to contact The Property Registry’s Land Titles Office.



Document conventions

Throughout this guide, we've used the following document conventions to help you identify and interpret information.

Convention	Meaning
Bold	Indicates the name of a screen element such as a field, option, etc., except hyperlinks.
<i>Italic</i>	Indicates the name of a section of a chapter in this guide, or the name of an external document.
<u>Underline</u>	Indicates a clickable hyperlink on a web page.
Document Number	Indicates a keyboard entered value.
▶	Identifies a procedure.
◇	Identifies additional information or tips.



2 Getting Started

This chapter describes the Documents Online system and how to interact with the screens.

In this chapter you will learn:

- The sections of the online system
- How to display help information
- How to log in and out of the system

Documents Online

The main page of the Documents Online shows the date range that Land Title documents are available for online viewing and downloading once ordered. Documents that are not within the dates can still be ordered through the Documents Online system by other delivery methods such as mail or pickup/fax.

Documents Online displays help, search parameters, search results, and ordering and payment information in a consistent manner. In this section, we will show you the screens, explain how to use and interpret the panel, tabs, buttons and links.

Panels and tabs

Each Documents Online page has two panel sections (see diagram below).

The left panel allows you to access different services, such as user logon, searching Survey plans, Land Titles documents, carts and order histories. The selected service will be highlighted in white in the left panel.

The right panel allows you to input details such as search parameters and display results from the system for each of the service you have chosen in the left panel.

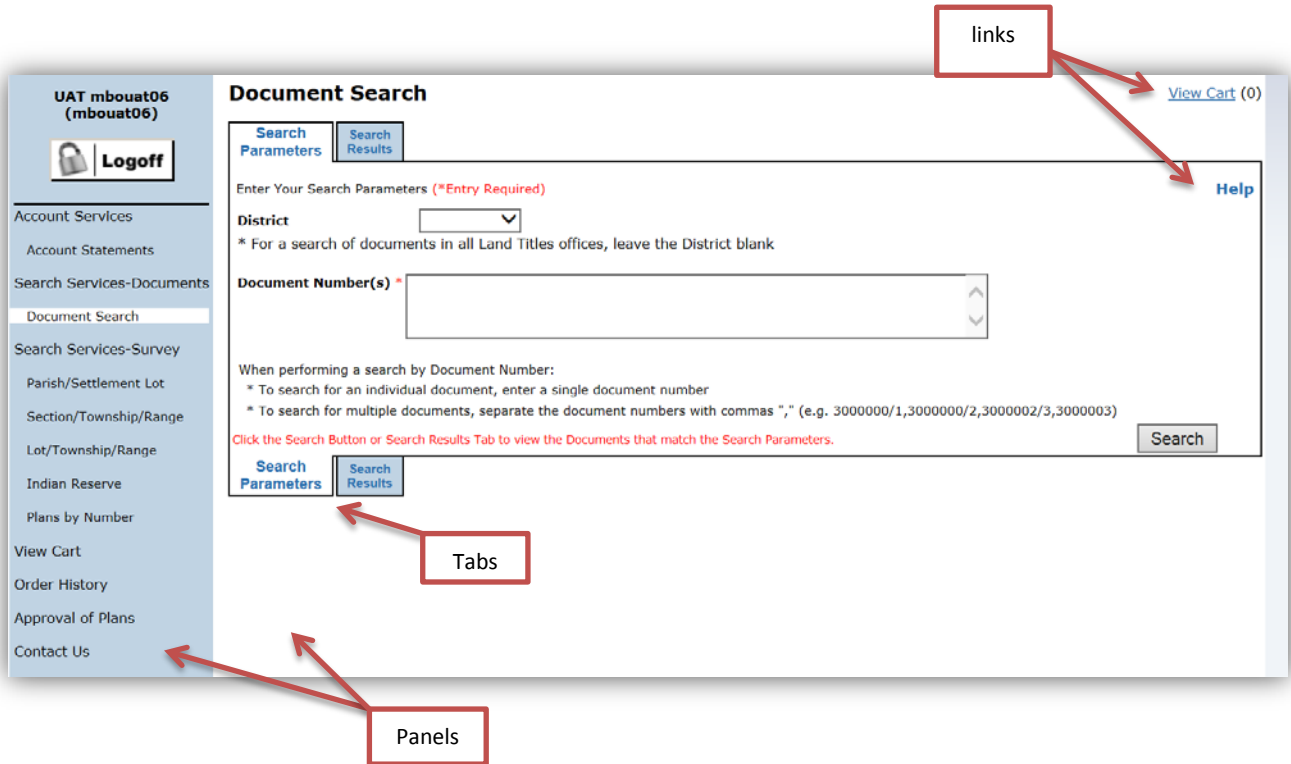
The right panel also contains one or more tabs separating groups of output or input for ease of use and navigation, such as search parameters and search results. The tabs are clickable for either the top row or the bottom row.



Links

A [Help](#) link is also available in each of the tabs. Click on the link to expand and view further information and instruction on the fields present in the tab. The help section can be collapsed by clicking on the [Close Help](#) link.

A [View Cart](#) link is also available in most service pages. Click on the [View Cart](#) link to display documents and plans that have been added into the shopping cart. The number in parenthesis after the [View Cart](#) link indicates the number of items in the shopping cart, e.g. '[View Cart \(0\)](#)' indicates there are zero items currently in the shopping cart. If additional copies of an item are ordered, they will be counted as one item in the cart.



Online Deposit Accounts

Documents Online provides users the ability to maintain an Online Deposit Account for ordering Land Titles documents online, Titles Online and Survey Plans Online. If you currently don't have an online deposit account, please download the *Online Deposit Account Application Form* from the links below.

[TPR Online Services Deposit Account Application Form](#) (English)

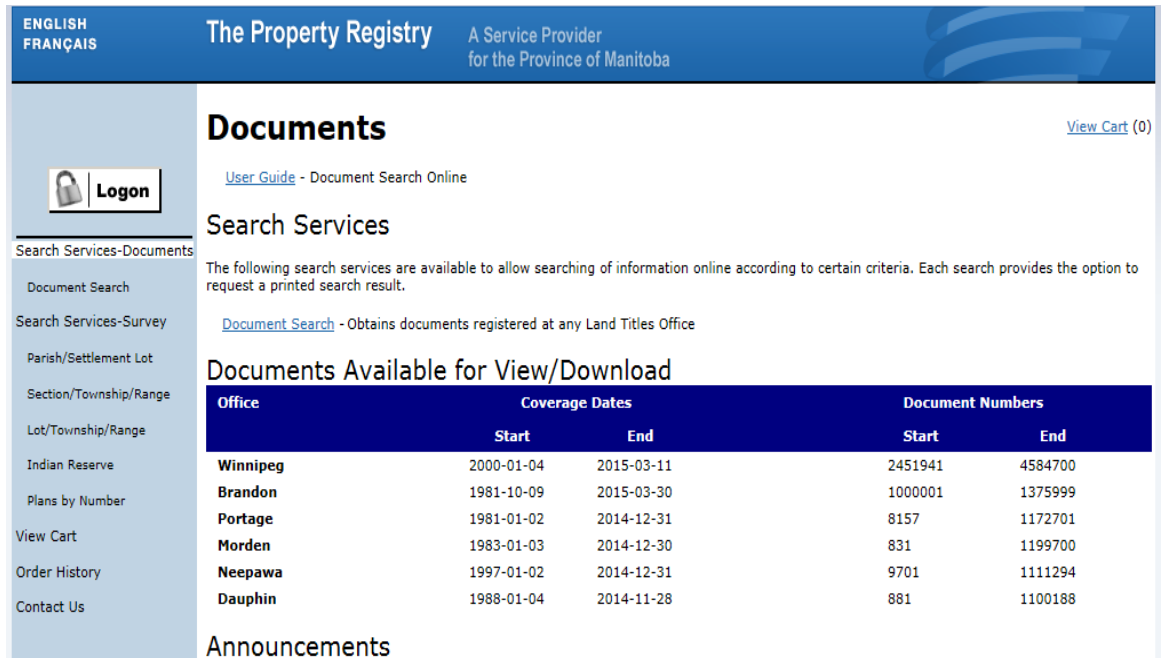
[Le formulaire d'inscription pour ouverture de compte](#) (French)



User logon

► To sign-in using your User ID

1. Access Documents Online home page: <https://www.tprmb.ca/lto/jsp/documentSearchServices.jsp>



The screenshot shows the 'Documents' page of The Property Registry. The header includes 'ENGLISH FRANÇAIS', 'The Property Registry', and 'A Service Provider for the Province of Manitoba'. The main content area is titled 'Documents' and includes a 'Logon' button in the left sidebar. Below the title, there is a 'Search Services' section with a 'Document Search' link. A table titled 'Documents Available for View/Download' lists various offices and their document counts. The table has columns for Office, Coverage Dates (Start and End), and Document Numbers (Start and End).

Office	Coverage Dates		Document Numbers	
	Start	End	Start	End
Winnipeg	2000-01-04	2015-03-11	2451941	4584700
Brandon	1981-10-09	2015-03-30	1000001	1375999
Portage	1981-01-02	2014-12-31	8157	1172701
Morden	1983-01-03	2014-12-30	831	1199700
Neepawa	1997-01-02	2014-12-31	9701	1111294
Dauphin	1988-01-04	2014-11-28	881	1100188

2. Click on the **Logon** icon in the left panel.

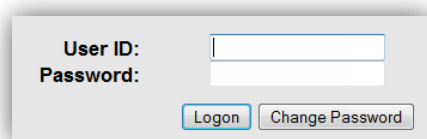


3. The Logon pages opens.



The screenshot shows the 'Logon' page of The Property Registry. The header includes 'ENGLISH FRANÇAIS', 'The Property Registry', and 'A Service Provider for the Province of Manitoba'. The main content area is titled 'Logon' and contains a form with 'User ID:' and 'Password:' labels, two input fields, and 'Logon' and 'Change Password' buttons. Below the form, there is a security notice and a link to 'Technical Support'.

4. Enter your UserID and Password



A close-up image of the 'Logon' form, showing the 'User ID:' and 'Password:' labels, two input fields, and 'Logon' and 'Change Password' buttons.



5. Click **Logon**.

The system verifies your credentials and if successful, allows you to order with your Online deposit account. On successful verification, you will be re-directed to the main Documents Online page.

You can also verify that you have successfully logged in by the presence of your user name and user ID above the **Logon** icon which now changes to **Logoff**.



User logoff

- ▶ To sign-out

1. Click **Logoff**.

You can verify that you have successfully logoff by the removal of your user name and user ID above the **Logoff** icon which now changes to **Logon**.



-
- ◇ You should never leave your workstation unattended. Always logoff when you leave your workstation.
-

3 Searching Documents

This chapter describes Documents Online's searching capability. In this chapter you will learn:

- How to search single document
- How to search multiple documents
- How to search documents in a specific Land Titles Office

Land Titles document number

In order to search and order Land Titles documents, you will need to know the Document Number and the Land Titles Office in which the document was registered.

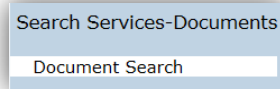
Search parameters

The search on Land Titles documents is performed using two parameters, the **District** (there are six (6) Land Title District Offices in Manitoba) and the **Document Number**.

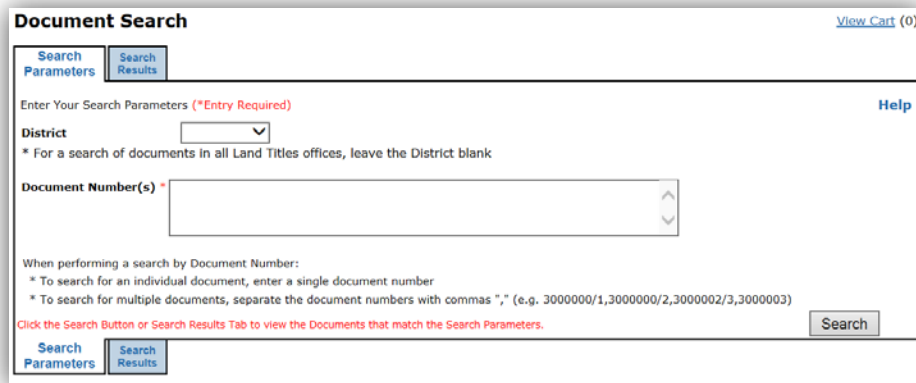


Documents Online provides you with the capability of searching for a Land Titles document registered in all Land Titles Offices in Manitoba.

- ▶ To search documents in all Land Titles Offices
 1. Click on the Document Search link on the left panel under **Search Services – Documents**.



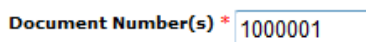
2. The right panel now shows the **Document Search** page.



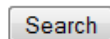
3. To search for a document in all Land Titles Offices, leave the **District** drop-down box unselected.



4. Enter document number in the **Document Number(s)** box, e.g. 1000001



5. Click on the **Search** button in the lower right corner of the **Search Parameters** tab.



6. You can also click on the **Search Results** tab to search and display the results.
7. The **Search Results** tab shows the results of the search, i.e. Document Number 1000001 from all Land Titles Offices.



Document Search

[View Cart \(0\)](#)

Search Parameters
Search Results

Document Number(s): **1000001** [Help](#)

Results 1 to 5 of 5 (*Entry Required)

View/ Download	Paper Certified Copy	Rush	Your File No. *	Document No.	Document Type	District	Page(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/> *	1000001	Caveat	Dauphin	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/> *	1000001	Caveat	Neepawa	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/> *	1000001	Full Discharge	Morden	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/> *	1000001	Report On Title	Brandon	2
n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/> *	1000001	Request To Issue Title	Winnipeg	0

Fee Per Document
 \$16.00 View/Download
 \$16.00 Certified Paper Copy
 \$22.00 Rush Service

n/a Document only available as paper Certified Copy from Land Titles Office

Delivery Options for Paper Certified Copies:

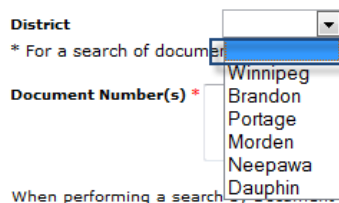
Pickup / Fax Office LTO Box
 Mail (Canada Post Regular Delivery service is used for Regular and Rush Orders)

Search Parameters
Search Results

[Privacy](#)

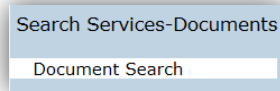
8. Click on the **Search Parameter** tab to enter new or change search criteria.
9. You can also proceed to selecting and ordering documents (see *Chapter 4: Ordering Documents* chapter in this User Guide).

◇ If you would like to unselect the land titles office, simply click on the drop-down arrow and select the blank in the first drop-down row.

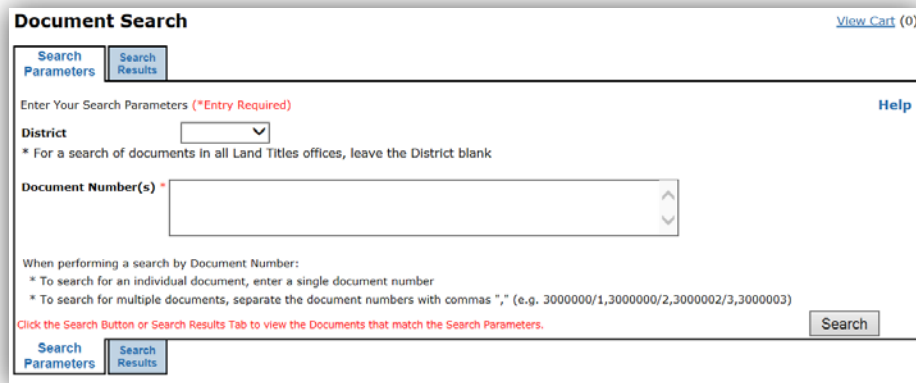


Documents Online provides you the capability of searching for a Land Titles document registered in a specific Land Titles Office in Manitoba.

- ▶ To search a document in a specific Land Titles Office
 1. Click on the Document Search link on the left panel under **Search Services – Documents**.



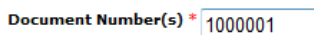
2. The right panel now shows the **Document Search** page.



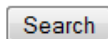
3. To search for a document in a specific Land Titles Offices, select the office from the **District** drop-down menu, e.g. Neepawa.



4. Enter the document number in the **Document Number(s)** box, e.g. 1000001.



5. Click on the **Search** button in the lower right corner of the **Search Parameters** tab.



6. You can also click on the **Search Results** tab to search and display the results.
7. The **Search Results** tab shows the result of the search, i.e. Document Number 1000001 from the selected Land Titles Office.



Document Search

[View Cart \(0\)](#)

View/ Download	Paper Certified Copy	Rush	Your File No. *	Document No.	Document Type	District	Page(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1000001	Caveat	Neepawa	2

Document Number(s): 1000001 [Help](#)

Results 1 to 1 of 1 (*Entry Required)

Fee Per Document:
\$16.00 View/Download
\$16.00 Certified Paper Copy
\$22.00 Rush Service

n/a Document only available as paper Certified Copy from Land Titles Office

Delivery Options for Paper Certified Copies:

Pickup / Fax Office LTO Box

Mail (Canada Post Regular Delivery service is used for Regular and Rush Orders)

Search Parameters	Search Results
-------------------	----------------

[Privacy](#)

- Click on the **Search Parameters** tab to enter new or change search criteria.
- You can also proceed to selecting and ordering documents (see *Chapter 4: Ordering Documents* chapter in this User Guide).

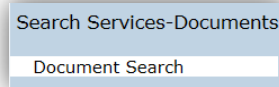


Multiple documents search

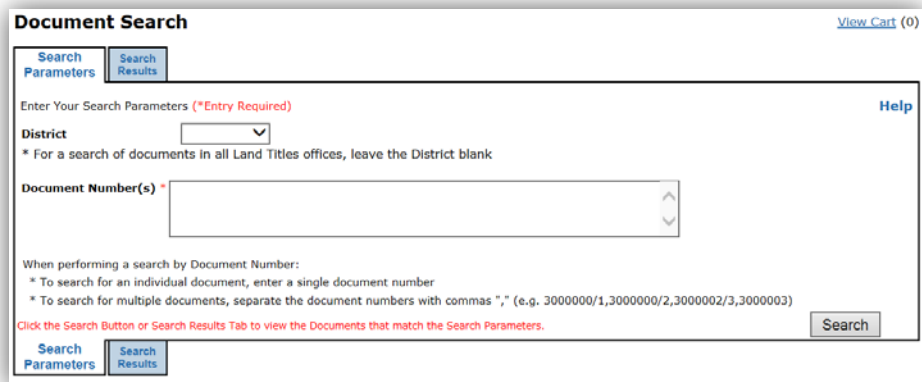
Documents Online also provides you the capability of searching multiple Land Titles documents.

► To search multiple documents

1. Click on the [Document Search](#) link on the left panel under **Search Services – Documents**.



2. The right panel now shows the **Document Search** page.



Document Search [View Cart \(0\)](#)

[Search Parameters](#) [Search Results](#)

Enter Your Search Parameters **(*Entry Required)** [Help](#)

District

* For a search of documents in all Land Titles offices, leave the District blank

Document Number(s) *

When performing a search by Document Number:
* To search for an individual document, enter a single document number
* To search for multiple documents, separate the document numbers with commas "," (e.g. 3000000/1,3000000/2,3000002/3,3000003)

Click the Search Button or Search Results Tab to view the Documents that match the Search Parameters.

[Search Parameters](#) [Search Results](#)

3. To search for a document in all or a specific Land Titles Office, select the appropriate office from the **District** drop-down menu, e.g. Dauphin (see *Single Document Search* section of this chapter).

District

4. Enter multiple document numbers in the **Document Number(s)** box separated by comma (,) and no spaces in between, e.g. 1000001,1066319,1067106.

Document Number(s) *

5. Click on the **Search** button in the lower right corner of the **Search Parameters** tab.

6. You can also click on the **Search Results** tab to search and display the results.
7. The **Search Results** tab shows the results of the search.



Search Parameters
Search Results

Document Number(s): **1000001, 1066319, 1067106** [Help](#)

Results 1 to 3 of 3 (*Entry Required)

View/ Download	Paper Certified Copy	Rush	Your File No. *	Document No.	Document Type	District	Page(s)
n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	1067106	Transfer Of Land	Dauphin	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	1066319	Mortgage	Dauphin	3
n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	1000001	Caveat	Dauphin	0

Fee Per Document

\$ View/Download
 \$ Certified Paper Copy
 \$ Rush Service

n/a Document only available as paper Certified Copy from Land Titles Office

Delivery Options for Paper Certified Copies:

Pickup / Fax Office: LTO Box:
 Mail (Canada Post Regular Delivery service is used for Regular and Rush Orders)

Search Parameters
Search Results

8. Click on the **Search Parameters** tab to enter new search criteria.
9. You can also proceed to selecting and ordering documents (see *Chapter 4: Ordering Documents* chapter in this User Guide).

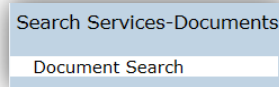


Multiple documents search - multiple Land Titles Offices

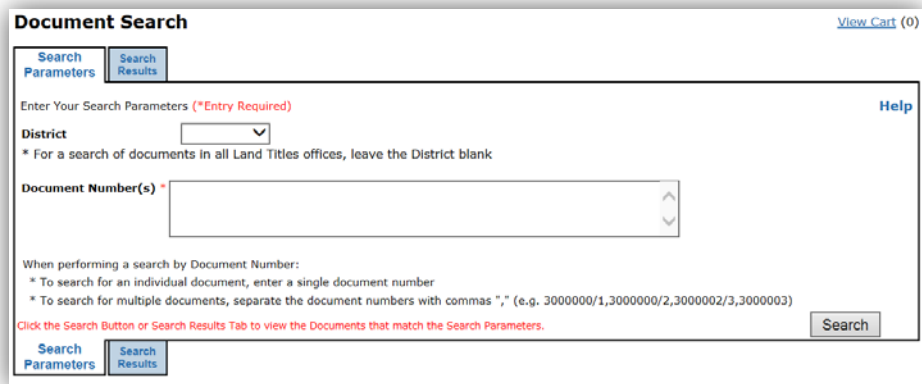
Documents Online provides you the capability of searching multiple Land Titles documents across multiple Land Titles Offices.

- ▶ To search multiple documents in multiple Land Titles Offices

1. Click on the [Document Search](#) link on the left panel under **Search Services – Documents**.



2. The right panel now shows the **Document Search** page.



3. Do not select the **District** drop-down menu, leave it blank.

District

4. Enter multiple document numbers ending with forward slash (/) and Land Titles Office number in the **Document Number(s)** box separated by comma (,) and no spaces in between, e.g. 1000001/1,1066319/6,1067106/6,3325998/1.

Note that the **District** drop-down box is disabled when a forward slash (/) is entered into the **Document Number(s)** box.

Enter Your Search Parameters (*Entry Required)

District

* For a search of documents in all Land Titles offices, leave the District blank

Document Number(s) * 1000001/1,1066319/6,1067106/6,3325998/1

5. Click on the **Search** button in the lower right corner of the **Search Parameters** tab.



6. You can also click on the **Search Results** tab to search and display the results.
7. The **Search Results** tab shows the results of the search.

The screenshot shows a web interface with two tabs: "Search Parameters" and "Search Results". The "Search Results" tab is active, displaying the following information:

Document Number(s): 1000001/1, 1066319/6, 1067106/6, 3325998/1 Help

Results 1 to 4 of 4 (*Entry Required)

View/ Download	Paper Certified Copy	Rush	Your File No. *	Document No.	Document Type	District	Page(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	3325998	Part Discharge With Effect Of All	Winnipeg	2
n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1067106	Transfer Of Land	Dauphin	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1066319	Mortgage	Dauphin	3
n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1000001	Request To Issue Title	Winnipeg	0

Fee Per Document

\$ View/Download
 \$ Certified Paper Copy
 \$ Rush Service

n/a Document only available as paper Certified Copy from Land Titles Office

Delivery Options for Paper Certified Copies:

Pickup / Fax Office: LTO Box:

Mail (Canada Post Regular Delivery service is used for Regular and Rush Orders)

8. Click on the **Search Parameters** tab to enter new search criteria.
9. You can also proceed to selecting and ordering documents (see *Chapter 4: Ordering Documents* chapter in this User Guide).

◇ The Land Titles Office numbers are as follows :

- 1 – Winnipeg
- 2 – Brandon
- 3 – Portage
- 4 – Morden
- 5 – Neepawa
- 6 – Dauphin

◇ This method can also be used as a shortcut to search for a document in a specific Land Titles Office, e.g. 1066319/5 can be used to search for Document Number 1066319 registered in the Neepawa Land Titles Office.



Document search with no result

When none of the document search parameters return result, you will see the following error message displayed on the top of the **Search Parameters** tab.

Error: Form contains the following errors. Please correct and resubmit.

- No documents were found that matched the search criteria entered.

Document Search [View Cart \(0\)](#)

[Search Parameters](#) [Search Results](#)

Enter Your Search Parameters **(*Entry Required)** [Help](#)

District

* For a search of documents in all Land Titles offices, leave the District blank

Document Number(s) *

When performing a search by Document Number:

- To search for an individual document, enter a single document number
- To search for multiple documents, separate the document numbers with commas "," (e.g. 3000000/1,3000000/2,3000002/3,3000003)

[Click the Search Button or Search Results Tab to view the Documents that match the Search Parameters.](#)

[Search Parameters](#) [Search Results](#)

Document search with partial results

When performing a multiple document search and only some of the documents are found, you will receive the following error message on the top of the **Search Results** tab and the partial search results will be displayed.

One or more documents in the list were not found.

Document Search [View Cart \(0\)](#)

[Search Parameters](#) [Search Results](#)

Document Number(s): **100001/1, 1066319/6, 107106/6, 3325998/1** [Help](#)

Results 1 to 2 of 2 **(*Entry Required)**

View/ Download	Paper Certified Copy	Rush	Your File No. *	Document No.	Document Type	District	Page(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	3325998	Part Discharge With Effect Of All	Winnipeg	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	1066319	Mortgage	Dauphin	3

Fee Per Document
 \$16.00 View/Download
 \$16.00 Certified Paper Copy
 \$21.00 Rush Service

n/a Document only available as paper Certified Copy from Land Titles Office

Delivery Options for Paper Certified Copies:

Pickup / Fax Office LTO Box

Mail (Canada Post Regular Delivery service is used for Regular and Rush Orders)

[Search Parameters](#) [Search Results](#)



Search results

The results of the search are displayed in a grid format containing additional information pertaining to the Land Titles documents found. The following information is displayed –

View / Download	The Land Titles document is available for order as online delivery. See <i>Chapter 4: Ordering Documents</i> .
Paper Certified Copy	The Land Titles document is available for order as paper certified copy delivery. See <i>Chapter 4: Ordering Documents</i> .
Rush	The Land Titles document is available for rush service order. See <i>Chapter 4: Ordering Documents</i> .
Your File No.	Your own File No. for the Land Titles document. See <i>Chapter 4: Ordering Documents</i> .
Document No.	The Land Titles Document Number.
Document Type	The Land Titles document type.
District	The Land Titles Office where the document was registered.
Page(s)	Number of pages in a Land Titles document that is available for online viewing and downloading, for documents not available online the page count will always show zero (0).



4 Ordering Documents

This chapter describes the online shopping cart and ordering capabilities.

In this chapter you will learn:

- How to select and add documents to the shopping cart
- How to manage documents in the shopping cart
- How to check out the shopping cart and pay for the order

Shopping cart

The shopping cart holds documents that you have selected to order using the Documents Online system. You can also combine Survey plans from the Survey Plans Online system in a single cart. Please consult the *Survey Plans Online User Guide* for help in using that service.

Items (e.g. survey plans and/or documents) can be added or removed from the shopping cart prior to checking out and completing an order. You can also change the individual item's delivery method, select optional services and change your file number.

Checkout and payment

The checkout process automatically pre-fills certain information from your user profile in the checkout information. All order contact information fields are mandatory and must be completed. The additional information field is required to provide additional fax instructions if you intend to have documents in the order delivered by fax.

Accepted payments are by deposit account, if sufficient funds are available, or credit card. If you do not have a deposit account, the only acceptable method of payment is by credit card.



Adding document to shopping cart

Documents Online provides you with the ability to add one or more documents from the search results to the shopping cart.

► To add documents to the shopping cart

1. From the **Search Results** tab, for each document you want to add to the shopping cart, check either or both **Download / View** or **Paper Certified Copy** boxes.

View/ Download	Paper Certified Copy	Rush	Your File No. *	Document No.	Document Type	District	Page(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="20-12"/>	3325998	Part Discharge With Effect Of All	Winnipeg	2
n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="20-13"/>	1067106	Transfer Of Land	Neepawa	2
n/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="20-14"/>	1066319	Full Discharge	Neepawa	2

“n/a” indicates that the selected document is not available digitally for online viewing or downloading. It can only be ordered as paper certified copy to be delivered by pickup or mail, or fax.

You can order a document as both View/Download and Paper Certified Copy. Please note that a fee will be applied for each option (see **Fee per Document** section for a listing of current applicable fees).

2. Check the **Rush** box for the optional rush processing of the selected documents ordered as paper certified copy.

View/ Download	Paper Certified Copy	Rush	Your File No. *	Document No.	Document Type	District	Page(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="20-12"/>	3325998	Part Discharge With Effect Of All	Winnipeg	2
n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="20-13"/>	1067106	Transfer Of Land	Neepawa	2
n/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="20-14"/>	1066319	Full Discharge	Neepawa	2

Rush option applies to processing only and excludes rush delivery. It does not apply to documents ordered as View/Download.

3. Enter your reference or file number into the **Your File No.** field for the selected document. This is a mandatory field and must be filled in.

View/ Download	Paper Certified Copy	Rush	Your File No. *	Document No.	Document Type	District	Page(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="20-12"/>	3325998	Part Discharge With Effect Of All	Winnipeg	2
n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="20-13"/>	1067106	Transfer Of Land	Neepawa	2
n/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="20-14"/>	1066319	Full Discharge	Neepawa	2

The file number will be included in the order receipt and account statements.

4. Select the **Pickup/Fax** option if you wish to pick up the selected documents marked as **Paper Certified Copy** from a Land Titles Office or you wish to have the documents faxed.



Optionally you may specify your LTO Box number if you have one at the selected Land Titles Office, e.g. 41.

Delivery Options for Paper Certified Copies:

Pickup / Fax Office LTO Box

Mail (Canada Post Regular Delivery service is used for Regular and Rush Orders)

- Select the **Mail** option if you wish to have the documents marked as **Paper Certified Copy** delivered by Canada Post regular mail.

Delivery Options for Paper Certified Copies:

Pickup / Fax Office LTO Box

Mail (Canada Post Regular Delivery service is used for Regular and Rush Orders)

- To complete the order without adding additional documents from another search, click on the **Add to Cart. Pay Now** button.

Add to Cart
Pay Now

The selected document(s) will be added to your cart and the system will proceed to the **View Cart and Select Payment** page.

View Cart and Select Payment

Selected Items Payment

Total Item(s): 3 Total Fee: \$ (CAD) [Help](#)

Results 1 to 3 of 3

Action	Fee	District	Item	Number	W No.	Copies	Delivery Option	Pickup Office	Rush	Your File No.	LTO Box
Remove Edit	\$	Winnipeg	Part Discharge With Effect Of All	3325998		1	View/Download			20-12	
Remove Edit	\$	Winnipeg	Full Discharge	1067106		1	Pickup/Fax	Winnipeg	Y	20-13	1
Remove Edit	\$	Winnipeg	Caveat	1066319		1	Pickup/Fax	Winnipeg		20-14	1

For Plan items, click on the Plan No. to preview the electronic plan image.
Click Edit to change your delivery options, Your File No, and LTO Box No.

- To add additional documents to the cart by performing another search, click on the **Add to Cart. Continue Ordering** button.

Add to Cart
Continue Ordering

The selected documents will be added to the Cart and you can proceed with another search by clicking on the **Search Parameter** tab or navigate to the next page of results.

- The **Copies, Delivery Option, Pickup Office, Rush, Your File No** and **LTO Box** field can be edited after the documents have been placed into the cart (see the following section).



Editing individual item in shopping cart

Documents Online provides you with the capability of editing the shopping cart before checking out at individual item level.

► To modify an individual document

1. If you are not at the **View Cart and Select Payment** page, click on the [View Cart](#) link to go to the page.
2. Click on the [Edit](#) link under the **Action** header for the document you wish to edit, e.g. Document Number 1066319.

Total Item(s): 3 Total Fee: \$69.00 (CAD)
Results 1 to 3 of 3

Action	Fee	District	Item	Number	W No.	Copies	Delivery Option	Pickup Office	Rush	Your File No.	LTO Box
Remove Edit	\$16.00	Winnipeg	Part Discharge With Effect Of All	3325998		1	View/Download			20-12	
Remove Edit	\$37.00	Neepawa	Transfer Of Land	1067106		1	Pickup/Fax	Winnipeg	Y	20-13	1
Remove Edit	\$16.00	Neepawa	Full Discharge	1066319		1	Pickup/Fax	Winnipeg		20-14	1

For Plans, click on Plan No. to preview the electronic plan image.
Click Edit to change your delivery options, Your File No, and LTO Box No.

- 3.
4. The **Edit Item Detail** page is displayed and you can edit how you wish to receive the ordered document, similar to adding documents from the **Search Results** tab in the earlier section of this User Guide, e.g. the **Delivery Option for Paper Certified Copies** of Document Number 1066319 is changed from one (1) copy for Pickup/Fax at LTO Box 41 in Winnipeg to two (2) copies to be delivered by Regular Mail.

Edit Item Detail

District: Document Type: Document Number: [Help](#)

Fee Per Document
 \$10.00 View/Download
 \$10.00 Certified Paper Copy
 \$20.00 Rush Service

View/Download
 Paper Certified Copy

Delivery Options for Paper Certified Copies:

No. of Copies:

Pickup / Fax Office: LTO Box:

Mail
 Rush

Your File No.:

Fee Subtotal:

Note that the **Fee Subtotal** is automatically recalculated based on the changes.

5. Click on the **Back** button if do not wish to save the changes to the cart.

6. Click on the **Update Order** button if you wish to save the changes to the cart.

Removing individual item in shopping cart

Documents Online provides you with the capability of removing an individual document from the shopping cart before checking out.



► To remove an individual document

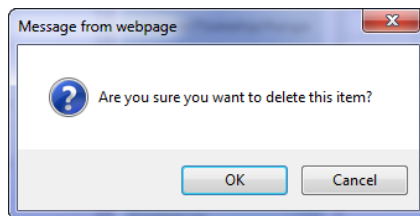
1. Click on the **Remove** link under the **Action** header for the document you wish to remove, e.g. Document Number 1066319.

Total Item(s): 3 Total Fee: \$1 (CAD)
Results 1 to 3 of 3

Action	Fee	District	Item	Number	W No.	Copies	Delivery Option	Pickup Office	Rush	Your File No.	LTO Box
Remove Edit	\$:	Winnipeg	Part Discharge With Effect Of All	3325998		1	View/Download			20-12	
Remove Edit	\$:	Neepawa	Transfer Of Land	1067106		1	Pickup/Fax	Winnipeg	Y	20-13	1
Remove Edit	\$	Neepawa	Full Discharge	1066319		1	Pickup/Fax	Winnipeg		20-14	1

For Plan items, click on the Plan No. to preview the electronic plan image.
Click Edit to change your delivery options, Your File No, and LTO Box No.

2. Click on **OK** button if you wish to proceed and remove the selected document from the cart, otherwise press the **Cancel** button to keep the document in the cart.



Checking out the shopping cart

Once you are satisfied with the document selection in the shopping cart and associated delivery options and methods, you can proceed to check out the shopping cart by completing the ordering information.

► To complete the order and check out the shopping cart

1. Click on the [FIPPA POLICY](#) link to review policies relating to use and disclosure of personal information.
2. Fill in the following mandatory information in order to successfully process your order. Note that some of the values may be pre-filled if you have logged in.

Name	Person or organization name placing this order.
Mailing Address, City, Province, Country, Postal Code	Person or organization address use to send selected documents in your cart to be delivered via Regular Mail.
Email	Your email address to be used for re-downloading documents in your cart ordered as digital Download/View within thirty (30) days of your order.
Contact Person	Contact person if the order is placed by an organization.
Telephone	Contact telephone number.
Additional Information	Any additional information you wish to entered for this order. This is also used to provide your fax instruction, such as fax number and recipient to The Property Registry if you wish to have any or all documents in your order marked for Pickup/Fax to be faxed.

Personal information is being collected to provide the requested information. No personal information will be disclosed. Please review our [FIPPA POLICY](#) for additional information. (*Entry Required)

Name Round Table Law *

Mailing Address 1 Camelot Drive

City Gimli **Province** Manitoba

Country Canada **Postal Code** R0C 1B1

Email legal@roundtablelaw.com *

Contact Person Gwen King * **Telephone** 204 555 0101 * e.g. 204 555 0101 x123 or +44 20 7946 0199 x123

Additional Information

Please fax Brandon LTO Document Number 1000001 to our Winnipeg Office at 204 555 0155 to the attention of Lance Lott. Thank you.

TO HAVE YOUR ORDER FAXED

Please enter your fax information including number and any instructions in the Additional Information box. e.g. "Please fax order to the attention of John Doe at 204 555 0199".

NOTE: Survey Plans cannot be faxed and must be picked up or delivered by mail.

3. Click on the **Payment** button to complete and pay for the order.

Payment

4. You can also click on the **Payment** tab to complete and pay for the order.



-
- ◇ The acceptable Telephone number format is **area code phone number** for customers in Canada and the USA, with optional “x” to denote an **extension**, e.g.

204 555 0101 or 204 555 0101 x123

The acceptable Telephone number format is **+country code area/city code phone number** for customers outside of Canada and the USA, with optional “x” to denote an **extension**, e.g.

+44 20 7946 0199 or +44 20 7946 0199 x123

Blank spaces are also accepted in the Telephone number to improve readability.



Paying by Credit Card

Documents Online accepts payment via credit card.

► To complete the order payment by credit card

1. In the **Payment** tab, review and confirm the number of items and fees related to the order.



View Cart and Select Payment

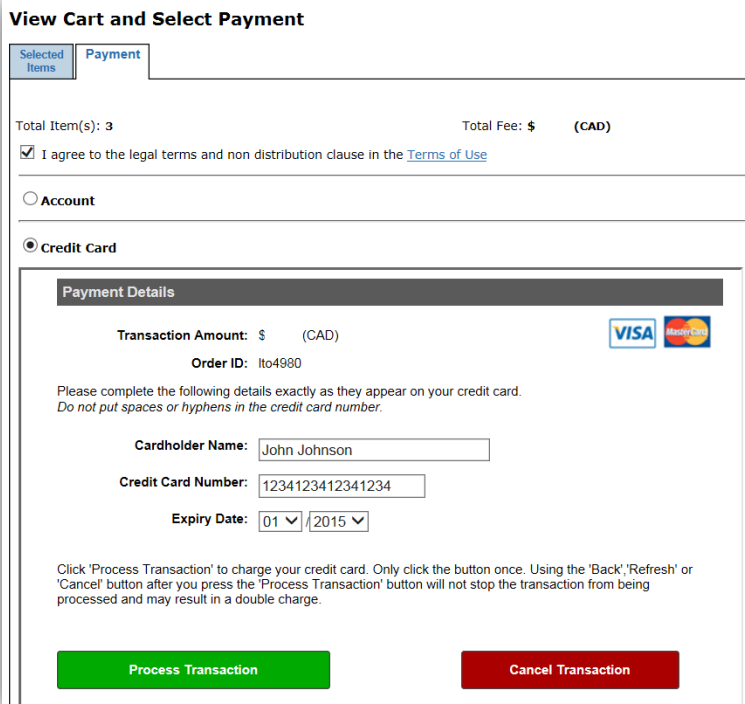
Selected Items | **Payment**

Total Item(s): 3 Total Fee: \$ (CAD) [Help](#)

I agree to the legal terms and non distribution clause in the [Terms of Use](#)

Selected Items | **Payment**

2. Click on the [Terms of Use](#) link to review the terms of use.
3. Click on the “**I agree to the legal terms and non distribution clause in the Terms of Use**” check box once you agree to the terms of use.
4. Fill in the credit card information in the **Payment Details** section which is visible once you agree to the terms of use.



View Cart and Select Payment

Selected Items | **Payment**


Total Item(s): 3 Total Fee: \$ (CAD)

I agree to the legal terms and non distribution clause in the [Terms of Use](#)

Account

Credit Card

Payment Details

Transaction Amount: \$ (CAD) 

Order ID: lto4980

Please complete the following details exactly as they appear on your credit card.
Do not put spaces or hyphens in the credit card number.

Cardholder Name:

Credit Card Number:

Expiry Date: /

Click 'Process Transaction' to charge your credit card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

5. Click on the **Process Transaction** button to complete the payment.



- Click on the **Cancel Transaction** button to cancel the payment.

Cancel Transaction

- If the payment is successful, you will receive confirmation that your order has been submitted successfully.

Your Order has been submitted successfully.

Your Order was successfully submitted on 2012-03-20 at 11:25:40. A fee of \$ (CAD) was charged to your credit card.

The transaction number for your request is **40022016645**. Please note that **this information will be required** when inquiring on your Order.

View the [Printer Friendly](#) copy of the order.

View the [Receipt](#) of the order.

Ordered Items

Date Ordered	Fee	District	Item	Number	W No.	Copies	Delivery Option	Pickup Office	Rush	Your File No.	LTO Box
20-Mar-12	\$	Dauphin	Mortgage	1066319		2	Mail			JJ-6661/11	
20-Mar-12	\$	Winnipeg	Part Discharge With Effect Of All	3325998		1	View/Download			JT-1244/11	
20-Mar-12	\$	Brandon	Report On Title	1000001		1	Pickup/Fax	Winnipeg		LCS-1454/10	
20-Mar-12	\$	Dauphin	Transfer Of Land	1067106		1	Pickup/Fax	Winnipeg	Y	NM-3312/10	41

To view/download your item, please click on the View/Download link under the delivery option.

- You can view and print a copy of the order confirmation by clicking on the [Printer Friendly](#) link then clicking on the **Print** button.

Txn: 40022016645

276 Portage Avenue Winnipeg MB R3C 0B6 Telephone: (204) 948-2285 Fax: (204) 948-2823		Order/Commande	276, avenue Portage Winnipeg (Manitoba) R3C 0B6 Téléphone : (204) 948-2285 Télécopieur : (204) 948-2823							
Personal information is being collected to provide the requested information. No personal information will be disclosed. Les renseignements personnels sont recueillis pour fournir l'information demandée. Aucun renseignement personnel ne sera divulgué.										
Date/Date 20-Mar-12	Total Fees/Total des frais 1 (CAD)		Paid/Payé							
Name/Nom Round Table Law										
Mailing Address/Adresse postale 1 Camelot Drive										
City/Ville Gimli	Province/Province Manitoba	Country/Pays Canada	Postal Code/Code postal R0C 1B1							
Email/Courrier électronique legal@roundtablelaw.com		Contact Person/Personne-ressource Owen King	Telephone/Téléphone 204 555 0135							
Additional Information/Renseignements supplémentaires Please fax Brandon LTO Document Number 1000001 to our Winnipeg Office at: 204 555 0177 to the attention of Lance Lott. Thank you.										
Payment/Paiement	<input type="checkbox"/> Account/Compte		<input checked="" type="checkbox"/> Credit Card/Carte de crédit							
			<input type="checkbox"/> Cash/Comptant							
			<input type="checkbox"/> Cheque/Chèque							
	Credit Card Auth No./No d'autorisation de la carte de crédit 110968									
Fee/Droit	District/District	Item/Article	Number/Numéro	W No./N° de W	Copies	Delivery Option/Méthode de livraison	Pickup Office/Bureau de ramassage	Rush/Hâte	Your File No./Votre no. de dossier	LTO Box/No. de casier
	Dauphin	Mortgage	1066319		2	Mail			JJ-6661/11	
	Winnipeg	Part Discharge With Effect Of All	3325998		1	View/Download			JT-1244/11	
	Brandon	Report On Title	1000001		1	Pickup	Winnipeg		LCS-1454/10	
	Dauphin	Transfer Of Land	1067106		1	Pickup	Winnipeg	Y	NM-3312/10	41
Items Ordered/Articles commandés 4									Total Fees/Total des frais \$70.00 (CAD)	
For Office Use Only/Réservé à l'administration					Completed by LTO Staff/Rampli par le personnel du Bureau des titres fonciers		Date Completed/Date remplie			

Txn: 40022016645



9. You can also view and print a copy of the credit card receipt by clicking on the [Receipt](#) link then clicking on the **Print** button.

Credit Card Receipt

The Property Registry
276 Portage Avenue
Winnipeg

Telephone : (204) 945-2042
Fax: (204) 948-2140
Online:

Order ID:	lto1833
Cardholder Name:	
Description of Goods:	The Property Registry Online Services
Transaction Type:	CAPTURE (PURCHASE)
Amount:	\$
Date:	Tue Mar 20 12:25:39 CDT 2012
Reference Number:	66008322 0010018050
Response Code:	01/027
Authorization Code:	110968

APPROVED - THANK YOU

Refund Policy - Other than for the correction of an error on the part of The Property Registry, or in the discretion of the District Registrar, where the user duplicated a service unintentionally, or an error in an external application linked to an agency business application, no refund of fees for a service already provided by the agency is authorized.

-
- ◇ The **Txn** or **Transaction Number** on the top and bottom of the order confirmation page (also found in the order confirmation display) is required by Documents Online to locate and view previous order details, as well as re-downloading and viewing of previously ordered documents.
-



► To complete the order payment by Account

1. In the **Payment** tab, review and confirm the number of items and fees related to the order.

2. Click on the Terms of Use link to review the terms of use.
3. Click on the “**I agree to the legal terms and non distribution clause in the Terms of Use**” check box once you agree to the terms of use.
4. Click on the **Account** option and enter your account number in the **Account No.** field, e.g. 400025.

5. Click on the **Charge My Account** button to complete the payment.

[Charge My Account](#)

6. If the payment is successful, you will receive confirmation that your order has been submitted successfully.

Date Ordered	Fee	District	Item	Number	W No.	Copies	Delivery Option	Pickup Office	Rush	Your File No.	LTO Box
22-Apr-15	10	Winnipeg	Part Discharge With Effect Of All	3325998		1	View/Download			20-12	
22-Apr-15	10	Neepawa	Transfer Of Land	1067106		1	Pickup/Fax	Winnipeg	Y	20-13	1
22-Apr-15	10	Neepawa	Full Discharge	1066319		1	Pickup/Fax	Winnipeg		20-14	1

To view/download your item, please click on the View/Download link under the delivery option.



7. You can view and print a copy of the order confirmation by clicking on the Printer Friendly link then clicking on the **Print** button.

Txn: 40026533232

276 Portage Avenue Winnipeg MB R3C 0B6 Telephone: (204) 948-2285 Fax: (204) 948-2823		Order/Commande		276, avenue Portage Winnipeg (Manitoba) R3C 0B6 Téléphone : (204) 948-2285 Télécopieur : (204) 948-2823						
Personal information is being collected to provide the requested information. No personal information will be disclosed. Les renseignements personnels sont recueillis pour fournir l'information demandée. Aucun renseignement personnel ne sera divulgué.										
Date/Date 22-Apr-13		Total Fees/Total des frais \$ (CAD)		Paid/Payé						
Name/Nom UAT mbout06										
Mailing Address/Adresse postale										
City/Ville		Province/Province		Country/Pays						
Postal Code/Code postal										
Email/Courrier électronique mbout06@gmail.com			Contact Person/Personne-ressource stacy		Telephone/Téléphone 204 997 5901					
Additional Information/Renseignements supplémentaires										
Payment/Paiement		<input checked="" type="checkbox"/> Account/Compte Account No./Numéro de compte 400017		<input type="checkbox"/> Credit Card/Carte de crédit						
				<input type="checkbox"/> Cash/Comptant						
				<input type="checkbox"/> Cheque/Chèque						
Fee/Droit	District/District	Item/Article	Number/Numéro	W No./N° de W	Copies/Copies	Delivery Option/Méthode de livraison	Pickup Office/Bureau de ramassage	Rush/Hâte	Your File No./Votre no. de dossier	LTO Box/No. du caster
	Winnipeg	Part Discharge With Effect Of All	332998		1	View/Download			20-12	
	Neepawa	Transfer Of Land	1087106		1	Pickup	Winnipeg	Y	20-13	1
	Neepawa	Full Discharge	1086318		1	Pickup	Winnipeg		20-14	1
Items Ordered/Articles commandés 3								Total Fees/Total des frais 669.00 (CAD)		
For Office Use Only/Réservé à l'administration						Completed by LTO Staff/Rempli par le personnel du Bureau des titres fonciers				
						Date Completed/Date remplie				

Txn: 40026533232

- ◇ The **Txn** or **Transaction Number** on the top and bottom of the order confirmation page (also found in the order confirmation display) is required by Documents Online to locate and view previous order details, as well as re-downloading and viewing of previously ordered document.



5 Viewing and Downloading Documents

This chapter describes the viewing and downloading of ordered documents.

In this chapter you will learn:

- How to view/download documents ordered for digital delivery
- How to view/re-download documents previously ordered

Documents Online allows clients immediate access to documents ordered for digital delivery on completion of payment. It also allows clients to re-download previously ordered documents for up to thirty (30) calendar days from the date ordered.



Viewing and downloading ordered documents

Documents Online allows instant access to ordered documents that were selected as Download/View.

► To download or view documents ordered from the **Order Confirmation** page

1. In the **Ordered Items** grid, left-click the View/Download link.

Your Order has been submitted successfully.

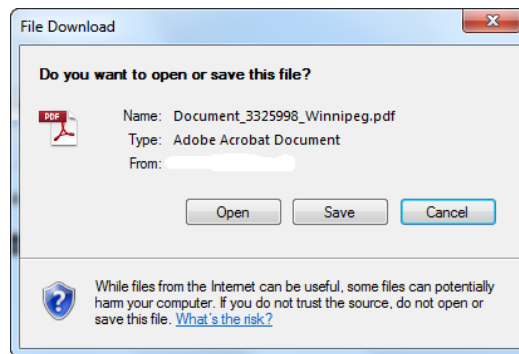
Your Order was successfully submitted on 2015-04-22 at 13:42:36. A fee of (CAD) was charged to your account.
The transaction number for your request is **40026533232**. Please note that **this information will be required** when inquiring on your Order.
View the [Printer Friendly](#) copy of the order.

Ordered Items

Date Ordered	Fee	District	Item	Number	W No.	Copies	Delivery Option	Pickup Office	Rush	Your File No.	LTO Box
22-Apr-15	\$	Winnipeg	Part Discharge With Effect Of All	3325998		1	View/Download			20-12	
22-Apr-15	\$	Neepawa	Transfer Of Land	1067106		1	Pickup/Fax	Winnipeg	Y	20-13	1
22-Apr-15	\$	Neepawa	Full Discharge	1066319		1	Pickup/Fax	Winnipeg		20-14	1

To view/download your item, please click on the View/Download link under the delivery option.

2. A pop-up dialog box allows you to Open or Save the document you have ordered.

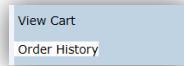


◇ All Land Titles documents are distributed in Adobe's Portable Document Format (PDF), you will need to download and install Adobe's Acrobat Reader to view the downloaded documents.

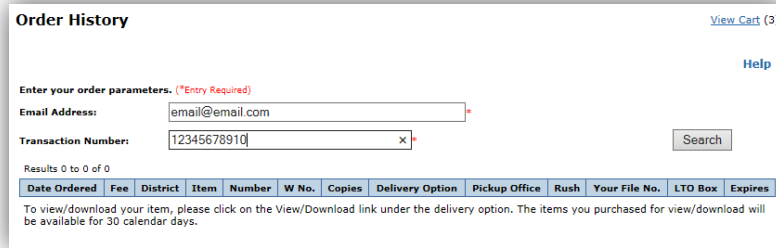


Previously ordered documents

- ▶ To view/re-download previously ordered documents when not logged in
 1. Click on the Order History link on the left Documents Online services panel.



2. Enter the **Email** address used in the order and the **Transaction Number**, e.g. legal@roundtablelaw.com and 40022017257.



Order History [View Cart \(3\)](#) [Help](#)

Enter your order parameters. (*Entry Required)

Email Address:

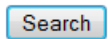
Transaction Number:

Results 0 to 0 of 0

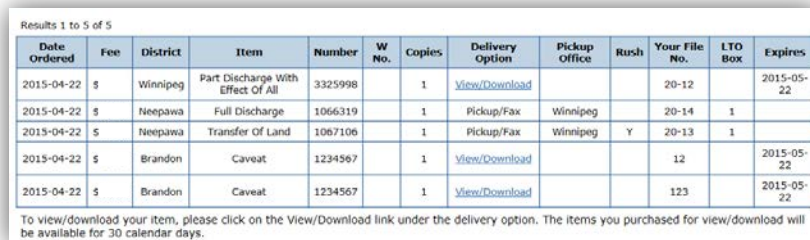
Date Ordered	Fee	District	Item	Number	W No.	Copies	Delivery Option	Pickup Office	Rush	Your File No.	LTO Box	Expires
--------------	-----	----------	------	--------	-------	--------	-----------------	---------------	------	---------------	---------	---------

To view/download your item, please click on the View/Download link under the delivery option. The items you purchased for view/download will be available for 30 calendar days.

3. Click the **Search** button.



4. The original order detail will now display in the results grid, left-click on View/Download link of the document you want to re-view or download.

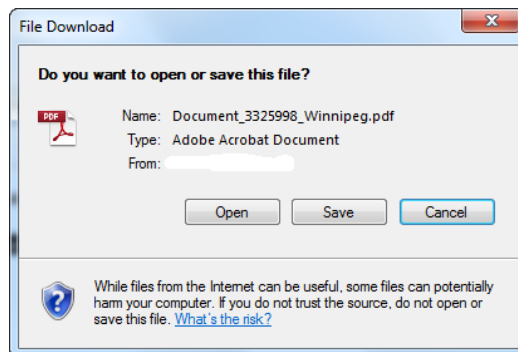


Results 1 to 5 of 5

Date Ordered	Fee	District	Item	Number	W No.	Copies	Delivery Option	Pickup Office	Rush	Your File No.	LTO Box	Expires
2015-04-22	\$	Winnipeg	Part Discharge With Effect Of All	3325998		1	View/Download			20-12		2015-05-22
2015-04-22	\$	Neepawa	Full Discharge	1066319		1	Pickup/Fax	Winnipeg		20-14	1	
2013-04-22	\$	Neepawa	Transfer Of Land	1067106		1	Pickup/Fax	Winnipeg	Y	20-13	1	
2015-04-22	\$	Brandon	Caveat	1234567		1	View/Download			12		2015-05-22
2015-04-22	\$	Brandon	Caveat	1234567		1	View/Download			123		2015-05-22

To view/download your item, please click on the View/Download link under the delivery option. The items you purchased for view/download will be available for 30 calendar days.

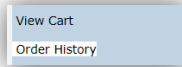
5. A pop-up dialog box allows you to Open or Save the document you selected.



Previously ordered documents – logged in users only

- ▶ To view/re-download previously ordered documents

1. Click on the Order History link on the left Documents Online services panel.



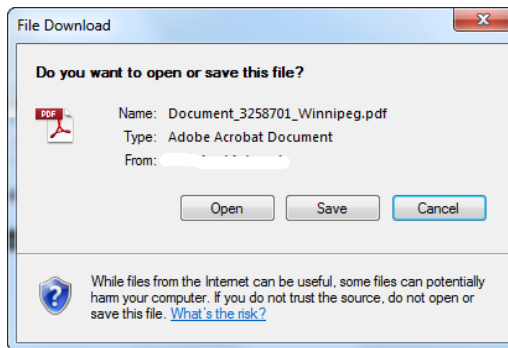
2. Left-click on View/Download link of the document you want to view or re-download from the **Order History** grid.

Results 1 to 5 of 5

Date Ordered	Fee	District	Item	Number	W No.	Copies	Delivery Option	Pickup Office	Rush	Your File No.	LTO Box	Expires
2015-04-22	\$	Winnipeg	Part Discharge With Effect Of All	3325998		1	View/Download			20-12		2015-05-22
2015-04-22	\$	Neepawa	Full Discharge	1066319		1	Pickup/Fax	Winnipeg		20-14	1	
2015-04-22	\$	Neepawa	Transfer Of Land	1067106		1	Pickup/Fax	Winnipeg	Y	20-13	1	
2015-04-22	\$	Brandon	Caveat	1234567		1	View/Download			12		2015-05-22
2015-04-22	\$	Brandon	Caveat	1234567		1	View/Download			123		2015-05-22

To view/download your item, please click on the View/Download link under the delivery option. The items you purchased for view/download will be available for 30 calendar days.

3. A pop-up dialog box allows you to Open or Save the document you selected.



6 Contact Information

If you cannot find the information you need in this guide or have any other questions, please email us at:

tprclient@tprmb.ca

or contact any of The Property Registry's Land Titles Office under the **Contact Us** link of Documents Online.

The screenshot shows the 'Contact Us' page of The Property Registry. The header includes 'ENGLISH FRANÇAIS', 'The Property Registry', and 'A Service Provider for the Province of Manitoba'. A user is logged in as 'UAT mbouat06 (mbouat06)' with a 'Logoff' button. The left sidebar lists various services, with 'Contact Us' highlighted in a red box. The main content area is titled 'Contact Us' and 'Contact Information'. It provides contact details for the Print Department, Personal Property Registry, Surveys Office, and six Land Titles Offices (Winnipeg, Brandon, Portage, Neepawa, Dauphin, and Morden). A 'Privacy' link is visible in the bottom right corner.

ENGLISH FRANÇAIS **The Property Registry** A Service Provider for the Province of Manitoba

UAT mbouat06 (mbouat06) **Contact Us** [View Cart \(3\)](#)

Contact Information [Help](#)

Your comments are important to us and we will address them as quickly as possible. We have lots of information already available on-line which may be exactly what you need. We invite you to start by reading the Help menu.

If you cannot find the answer to your question, please contact us at:

For inquiries regarding digital Land Titles documents that have been viewed/downloaded or regarding when a document will be converted to a digital image contact:

Print Department for all Land Title Offices
276 Portage Avenue
Winnipeg, Manitoba R3C 0B6
Telephone: (204) 945-6238
Fax: (204) 948-2265
Email: ltoprint@tprmb.ca

For inquiries regarding registration or searches for personal property contact:

Personal Property Registry
276 Portage Avenue
Winnipeg, Manitoba R3C 0B6
Telephone: (204) 945-3123
Fax: (204) 948-2492
Email: ppr@tprmb.ca

For inquiries regarding digital Survey Plans contact:

Surveys Office
276 Portage Avenue
Winnipeg, Manitoba R3C 0B6
Telephone: (204) 945-2289
Fax: (204) 948-2823
Email: survey@tprmb.ca

For inquiries regarding certified paper prints ordered to a Land Titles office contact:

Winnipeg Land Titles Office 276 Portage Avenue Winnipeg, Manitoba R3C 0B6 Telephone: (204) 945-6238 Fax: (204) 948-2265 Email: ltoprint@tprmb.ca	Brandon Land Titles Office 705 Princess Avenue Brandon, Manitoba R7A 0P4 Telephone: (204) 726-6279 Fax: (204) 726-6553	Portage Land Titles Office 25 Tupper Street North Portage la Prairie, Manitoba R1N 3K1 Telephone: (204) 239-3306 Fax: (204) 239-3615
Neepawa Land Titles Office 329 Hamilton Street Neepawa, Manitoba R0J 1H0 Telephone: (204) 476-7040 Fax: (204) 476-7049	Dauphin Land Titles Office 308 Main Street South Dauphin, Manitoba R7N 1K7 Telephone: (204) 622-2084 Fax: (204) 622-2454	Morden Land Titles Office 351 Stephen Street Morden, Manitoba R6M 1V1 Telephone: (204) 822-2920 Fax: (204) 822-2928

[Privacy](#)



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